

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

September 24, 2008

Job Title:	Correctional Officer (Relief Shifts)	Position No.:	64190001
Division:	Youth Services	Bargaining Unit:	None
Location:	Great Falls	Supplement:	No
Status:	Permanent/ Part-Time	Shift:	To be determined
Salary:	\$12.571/hr.		
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444-4551 **email to** hrcen@mt.gov

Applications must be received by 5:00 p.m., October 8, 2008.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information: This position works *relief shifts* on call at the Youth Transition Center (YTC) in Great Falls. YTC is a transitional living center for juveniles under the care of the Department. The incumbents will be required to supervise and control up to 12 adolescents (male and female) alone. These youth are adjudicated delinquents and are in placement as a transitional phase of reintegration back into the community. The transient nature of the population requires special handling and care to develop group cohesiveness and minimize interpersonal conflict. **The positions may require night or weekend work and applicants will fill in for other staff as needed.**

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-0439.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon

request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties: The successful applicants will provide supervision, care, control, and teaching needed to evaluate up to 12 juveniles in an open community-based setting. The positions will supervise, guide, and evaluate juveniles while they relax, perform chores, or participate in recreation. The positions will also enforce written rules, which govern the behavior of the youth and ensure they follow school, bedtime, daily and weekend schedules. The positions will also guide juveniles in personal hygiene, grooming, work habits, peer relations, and other social living habits. The successful applicants will also be responsible for disciplining juveniles who misbehave or disrupt group living and for assigning chores and laundry schedules. The successful candidates will also participate in staffing and developing case plans as well as in writing group living reports and the daily log reports. Other duties will include planning, cooking, and serving meals and planning, supervising, and participating in recreational activities.

Qualifications: Working knowledge of the principles and practices of social work; of human growth and development; of patterns of behavior; and of counseling, supervising, and evaluating youth. The positions also require skill in housecleaning, cooking, personal hygiene, health, nutrition, driving, and writing reports. The ability to plan, assign, and supervise activities is essential. The ability to control the activities of 12 youth without coworkers and to offer group living counseling is also essential. The successful applicants must be able to remain calm under stress and to act as a role model for juveniles. The ability to communicate effectively in writing and orally is needed. A valid Montana driver's license is also needed. Perform other duties as assigned.

Competencies:

Communication: Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers or clients; listen well.

Integrity: Able to be tactful, maintain confidences, & foster an ethical work environment; prevent inappropriate behavior by coworkers; give proper credit to others; handle all situations honestly.

Relationship Management: Able to develop rapport with others and recognize their concerns and feelings; build and maintain long-term associations based on trust; help others.

Attention to Detail: Able to be alert in a high-risk environment; follow detailed procedures and ensure accuracy in documentation and data; carefully monitor gauges, instruments, or processes; concentrate on routine work details, and organize and maintain a system of records.

Conflict Management: Able to use a win-win approach to resolve controversy; stay objective and fair when dealing with sensitive situations; maintain constructive working relationships despite disagreement.

Decisiveness: Able to stand by a decision, despite second guessing or disagreement from others; take quick action in a high-risk crisis; make difficult decisions and follow through; access a situation and make an optimal and speedy decision despite limited information.

Decision Making & Problem Solving: Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

Flexibility: Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a high school diploma or the equivalent and prefer two years experience working with juveniles is needed. Equivalent combinations of education and experience may be considered. If applicants do not meet minimum requirements, a training assignment may be considered.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

****SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE****

SUPPLEMENTAL QUESTIONS

Job Title:	Correctional Officer	Position Number:	64190001
Application Deadline:	October 8, 2008	Department:	Youth

Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet.

1. Please list any experience, paid or volunteer, you feel qualifies you for this position. For each experience, indicate the length of time, your duties and how you feel the duties relate to this position.
2. Please list your specific experience with the following:
 - a. Microsoft Operating System
 - b. Windows 2003
 - c. Excel 2003
 - d. Outlook 2003
 - e. Computers

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

Applicant's Signature: _____ **Date:** _____